

**FLORIDA DEPARTMENT OF STATE  
DIVISION OF LIBRARY AND INFORMATION SERVICES**

**STATE AID TO LIBRARIES GRANT APPLICATION  
Certification of Credentials – Single Library Administrative Head**

The \_\_\_\_\_,  
(Name of library governing body)

governing body for the \_\_\_\_\_,  
(Name of library)

hereby certifies that the incumbent single library administrative head,  
\_\_\_\_\_,  
(Name of incumbent)

- Has completed a library education program accredited by the American Library Association.
- Has at least two years full-time paid professional experience, after completing the library education program, in a public library open to the public for a minimum of 40 hours per week.
- Is employed full time by the library's governing body.
- Is responsible for the overall management or coordination of the library within the framework established by interlocal or other agreements, plans, policies and budgets.
- Is responsible for developing a single long-range plan for all library outlets, a single annual plan of service and a budget.
- Is responsible for implementing the long-range plan, annual plan of service and budget as well as preparing reports on behalf of the library.

**Signature**

\_\_\_\_\_  
Chair, Library Governing Body

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Typed)